

THE UNIVERSITY OF BRITISH COLUMBIA
FACULTY OF MEDICINE

POLICY ON PARTNER APPOINTMENTS

- I. Introduction
- II. Description of Partner Appointments
 - a. Definition of Partner Appointments
 - b. Rights & Privileges
- III. Governance
- IV. Terms of Appointment, Titles and Ranks
- V. Criteria for Appointment, Reappointment and Promotion of Partner Appointments
- VI. Leave of Absence
- VII. Termination of Appointment

I. INTRODUCTION

The University of British Columbia ("UBC") through its Faculty of Medicine ("FOM") is responsible for innovative educational and research programs in the areas of health and life sciences through an integrated and province-wide delivery model. Partner appointments are academic appointments in the FOM which allow the Health Authorities and Health Profession Corporations as defined in section 43 of the Health Professions Act to invest in and support physicians and other health professionals, engaged to provide direct or indirect patient care, to participate in the research and medical training activities of the FOM. These appointments will provide opportunities for recruitment and support of individuals who will foster the translation of research and learning into improved health for individuals and communities in British Columbia and elsewhere.

The Policy on Partner Appointments sets out the terms and conditions for the appointment and promotion of these appointees. Individuals who hold Partner Faculty Appointments will not be employed by, or receive any compensation from UBC, but will be employed by third parties who wish to invest in and support UBC research and teaching activities ("Partner Institutions").

Physicians or other health professionals who hold faculty appointments at another university are not eligible for a Partner appointment at UBC concurrent with an appointment at their home university.



17 November 2014
Approved by Senate

THE UNIVERSITY OF BRITISH COLUMBIA

FACULTY OF MEDICINE

II. DESCRIPTION OF PARTNER APPOINTMENTS

A. Definition of Partner Appointments

Partner Appointments are academic appointments made at the rank of Assistant Professor (Partner), Associate Professor (Partner) and Professor (Partner) to physicians, health professionals, and researchers with qualifications, experience and reputation equivalent to individuals in the tenure track professorial ranks. Partner appointees are expected to maintain an active research and scholarly program, to participate fully and with distinction in undergraduate, graduate and postgraduate education, and to contribute service within the University and community.

Partner Appointees receive no salary or benefits from the University. A physician or health professional seeking a Partner Appointment must be sponsored by a Partner Institution and must meet all requirements for appointment set out in this Policy. The decision whether to grant a Partner appointment will be made by UBC.

B. Rights & Privileges

Partner appointees are members of the Faculty of Medicine and of the Department or School in which they are appointed. As members of the University's teaching staff, Partner appointees are eligible to teach courses or supervise students and may be eligible to teach graduate students and graduate programs in accordance with the policies of the Faculty of Graduate and Postdoctoral Studies.

Partner Appointees will have access to UBC Library, will hold voting rights for departmental and school elections and FOM elections and at Full Faculty Meetings. Partner Appointees who are invited to participate on a departmental or Faculty standing committee will be eligible to vote on that committee. If participating on a Department Appointment and Promotion Committee, voting rights are applicable to Partner Appointments only.

Partner Appointees will be eligible to hold research grants administered through UBC, as well as, apply for honorifics following the guidelines set out in Policy 47: Chair, Professorship and Distinguished Scholar Honorifics. Partner appointees may apply for external salary awards (if eligible based on criteria set out by the funding agency, and if the salary award is not required to be administered through UBC).

Partner appointees may hold certain administrative appointments which will be subject to the approval of the partner institution.

Partner appointees may apply for tenure track or grant tenure track appointments in response to a UBC recruitment process.

THE UNIVERSITY OF BRITISH COLUMBIA
FACULTY OF MEDICINE

III. GOVERNANCE

The appointment, reappointment and promotion procedures for Partner Appointments will be governed by the following:

- a) The appointment is subject to the approval of the Board of Governors in accordance with UBC Policy 25: Board of Governors Appointments and UBC Policy 42: Faculty Term Appointments Without Review. The appointment is non-salaried and non-tenured and may be terminated by the University with a minimum of 30 days' written notice.
- b) The appointment is granted subject to the Faculty of Medicine Policy on Partner Appointments and all applicable UBC and FOM policies, including Policy #85 (Scholarly Integrity), #87 (Research), and #88 (Patents and Licensing) as amended from time to time.
- c) The appointment must have the support of a UBC Department Head or School Director and is subject to sponsorship and continued support of the Partner Institution as outlined in the Sponsorship Letter. If a Partner Institution withdraws support for the Partner appointee the appointment will be terminated by the University providing a minimum 30 days' written notice in accordance with Section 1.7 of Policy 42.
- d) A Partner appointee's academic duties and responsibilities will be assigned by, carried out under the direction of, and subject to evaluation by, the UBC Department Head or School Director. UBC will consult with the Partner Institution regarding the appointee's duties and assignment of academic duties will be discussed with the appointee and will be communicated to the Partner Institution. UBC may, in its discretion, change the Partner appointee's duties and responsibilities following consultation with the Partner Institution.
- e) A Partner appointee's performance will be reviewed annually by the Department Head/School Director to ensure the appointee is meeting goals and standards required to maintain the current rank or to be promoted.
- f) Appointments, reappointments and promotions for Partner appointments will be made in accordance with the procedures for appointments and promotions set out in the Procedures section to this policy.

**THE UNIVERSITY OF BRITISH COLUMBIA
FACULTY OF MEDICINE**

IV. TERMS OF APPOINTMENT, TITLES & RANKS

- a) The term of every appointment, and the termination date, shall be clearly stated on the appointment notice received by the appointee.
- b) For the purposes of calculating years of service, all appointments shall be deemed to have commenced on July 1 of the calendar year in which the appointment began.
- c) These appointments carry no implication of automatic renewal but imply that the appointment will be considered for further appointment. They are to be reviewed before the expiration of the specified term in accordance with the criteria and procedures outlined below.
- d) Partner appointees and external communications by the University, including requests for letters of reference or recommendations for appointment or promotion must use the designation, "Assistant Professor (Partner)", "Associate Professor (Partner)" or "Professor (Partner)".

Partner appointees will hold one of the following ranks:

A. Assistant Professor (Partner)

- a) Appointment and reappointment at the rank of Assistant Professor (Partner) requires completion of academic qualifications and evidence of ability in teaching and scholarly and/or professional activity. Evidence will normally be required to demonstrate that the candidate is involved in scholarly and/or professional activity, is a successful teacher, and is capable of providing instruction at the various levels in his or her discipline, but it is sufficient to show potential to meet these criteria. The evidence may include the opinion of scholars familiar with the candidate's work and capability.
- b) Initial appointments at this rank are normally for a term of three years, ending on June 30th. Re-appointment is not automatic but will be for a term of three years. If an additional period of re-appointment is granted, it will be for additional two years, for a total of eight years.
- c) If an Assistant Professor (Partner) is not promoted within seven years of initial appointment the appointee will be provided with written notice of at least 30 days' of the termination of the Partner Appointment. In exceptional cases, if an Assistant Professor (Partner) does not meet the criteria for promotion, but has maintained a high standard of performance in meeting the criteria of teaching, scholarly activity and service and shows promise of continuing to do so, reappointment at Assistant Professor (Partner) rank may be granted for

**THE UNIVERSITY OF BRITISH COLUMBIA
FACULTY OF MEDICINE**

an additional three years after which a promotion and reappointment review will be required.

B. Associate Professor (Partner)

- a) Appointment at, or promotion to, the rank of Associate Professor (Partner) requires evidence of successful teaching and of scholarly activity beyond that expected of an Assistant Professor. The candidate for appointment or promotion will be judged on teaching, on sustained and productive scholarly and professional activity, on demonstrated ability to direct graduate students, and on participation in the affairs of the Department and the University.
- b) Initial appointments at this rank are normally for a term of up to five years. Re-appointment at the rank of Associate Professor is not automatic but re-appointment of up to ten years may be granted to individuals who have maintained a high standard of performance in meeting the criteria for teaching, scholarly and professional activity and service and who show promise of continuing to do so. Subsequent re-appointment will be subject to the appointee continuing to maintain the high standard of performance required of the rank of Associate Professor.

C. Professor (Partner)

- a) Appointment at, or promotion to, the rank of Professor (Partner) is reserved for those candidates whose contributions in scholarly activity, teaching and service are considered outstanding.
- b) Candidates for appointment at, or promotion to, this rank will have met appropriate standards of excellence and have wide recognition in their field of interest. Candidates will have shown high quality in teaching and sustained and productive scholarly activity, will have attained distinction in their discipline, and will have participated significantly in academic and professional affairs. Reappointment for up to ten years at a time may be granted subject to the appointee continuing to maintain the high standard of performance required at the rank of Professor. Promotion to this rank is not automatic or based on years of service and some Associate Professors will not attain this rank.

**THE UNIVERSITY OF BRITISH COLUMBIA
FACULTY OF MEDICINE**

A summary of Partner Faculty appointments, reappointments and promotions are set out below:

Partner Appointment Rank	Initial Appointment	Reappointment	Promotion Review Schedule
Assistant Professor	3 years or less	3 years & then 2 years. 3 years after year 8.	5 th year & 7 th year & then every 3 years
Associate Professor	5 years or less	Up to 10 years at a time	5 th year & then every 3 years
Professor	10 years or less	Up to 10 years at a time	n/a

D. Emeritus (Partner)

a) Individuals holding Partner appointments may be eligible for emeritus status at the time of retirement/resignation from active University service if they are recommended by their Department/School and the Dean of the Faculty of Medicine. Partner appointees will be considered for emeritus status pursuant to the following criteria set out in Senate Policy V-250: Emeritus Status:

- i. A Minimum of 15 years of continuous service as a member of the UBC teaching staff; and,
- ii. Hold the rank of Associate Professor (Partner), or Professor (Partner); and,
- iii. Demonstrate service that is strongly identified with the University and deemed worthy of continuing recognition.

V. CRITERIA FOR APPOINTMENT, REAPPOINTMENT & PROMOTION

Decisions on appointment, reappointment or promotion are made by the President on behalf of the Board of Governors, and will be made primarily on the performance of teaching and scholarly activity. Service to the academic profession, to the University and to the community will be taken into account but will not compensate for deficiencies in teaching and/or scholarly activity.

CB 6/15

THE UNIVERSITY OF BRITISH COLUMBIA
FACULTY OF MEDICINE

A. Teaching

Teaching includes all methods by which students derive educational benefit, including, but not limited to, lectures, seminars, tutorials, presentations, and supervision. An individual's entire teaching contribution shall be assessed. Evaluation of teaching will be based on effectiveness as indicated by expertise in the subject matter, preparedness, presentation, accessibility to students, and influence on intellectual development of the students. Methods of teaching evaluation may vary, and formal evaluation may be sought by the University.

B. Scholarly Activity

Scholarly activity means research of quality and significance, or, in appropriate fields, distinguished, creative or professional work of a scholarly nature; and the dissemination of the results of that scholarly activity. Evidence of scholarly activity will vary, but generally published work is the primary evidence. In professional or clinical studies, evidence of scholarly activity may include research on, or creation of, significant applications of fundamental theory or significant forms and applications of professional or clinical practice. Judgment of scholarly activity is based mainly on the quality and significance of an individual's contribution.

C. Service to the University and the Community

This includes service performed for the benefit of the University, and for professional organizations and the community at large. Such service might include administrative or supervisory work, service on committees and university bodies, continuing education activity including professional education, special work with professional, technical, scholarly or other organizations or with scholarly publications not falling within the definition of scholarly activity, membership on or service to governmental or public councils and boards, and other forms of academic, professional and public service.

A decision whether to renew the appointment will take into account whether the Partner appointee is consistently meeting the standards expected of the rank of the appointment and whether the Partner appointee is fulfilling the academic duties and responsibilities assigned by the UBC Department Head or School Director in consultation with the Partner Institution and as discussed with the appointee.

**THE UNIVERSITY OF BRITISH COLUMBIA
FACULTY OF MEDICINE**

VI. LEAVE OF ABSENCE

Partner appointees are eligible for a leave of absence (LOA) from academic responsibilities as set out below:

1. A Partner appointee requiring extended medical, maternity or parental leave of absence will need to be granted leave from the Partner Institution.
2. A Partner appointee should notify the Department Head/School Director in writing with advance notice where possible.
3. In some cases, with the approval of the Partner Institution, a Partner appointee may continue to fulfill his or her academic duties during the leave of absence from the Partner Institution.
4. In certain circumstances a Partner appointee, with the written support of the Partner Institution, may be granted a leave of absence from academic duties by the University notwithstanding that the Partner is not on leave from the Partner Institution.
5. Reappointment and promotion schedules may be extended by one year for Partner appointees who have been granted a maternity, parental or adoption leave by the Partner Institution. Extensions may also be granted for Partner appointees whose employment/engagement with the Partner Institution has been interrupted by short or long term disability leaves.

VII. TERMINATION OF APPOINTMENT

- a) A Partner appointment may be terminated at any time by the University giving at least 30 days' written notice in accordance with Policy #42.
- b) A Partner appointment may be terminated at the written request of the Partner Institution with reasonable notice to ensure appropriate transition plans for academic responsibilities. The University will then provide the Partner Appointee at least 30 days' written notice in accordance with Policy #42.
- c) An individual who no longer wishes to hold a Partner appointment will give notice to the UBC Department Head or School Director by March 15, in any year of the term of the appointment. Except with the agreement of the University, the appointee will continue to meet all assigned responsibilities until June 30th.
- d) If the Partner appointee is not recommended for re-appointment, the candidate will receive a minimum of 30 days written notice that their appointment with the University will be terminated upon written receipt of the decision not to extend the appointment.

CB 8/15

**THE UNIVERSITY OF BRITISH COLUMBIA
FACULTY OF MEDICINE**

**PROCEDURES:
PARTNER APPOINTMENTS IN THE FACULTY OF MEDICINE**

I. Procedures for Appointment, Reappointment and Promotion

A. General Provisions:

- a) Each Department/School will use their Departmental Faculty Appointment and Promotion Committee to deliberate and make recommendations on the appointment, reappointment and promotion of Partner Faculty. The committee will be chaired by the Department Head/School Director who will not have a vote. Those members eligible to vote on appointments must be of a rank equal to or higher than that of the candidate. Those eligible to vote on reappointment and promotion must be of a higher rank than that of the candidate except for Professors (Partner) where the rank must be equal.

B. Recruitment

- a) Candidates for Partner appointments must be sponsored by a Partner Institution. In some cases the Partner Institution and the Department or School may engage in a joint recruitment process. In all cases the decision to grant a Partner appointment rests solely with UBC. Please refer to the FOM Faculty Recruitment website for information on recruiting for Partner appointments including a sample offer letter, a Partner Institution Sponsorship Letter template, and the Faculty of Medicine Policy on Partner Appointments. Partner appointments require a departmental vote and positive recommendation to the Dean. Departments and Schools are encouraged to work closely with the Partner Institution to allow for an effective and efficient appointment process. This process will be used for all Partner appointments even if the candidate currently holds a Clinical Faculty appointment.

C. Appointment

Please visit the FOM Faculty Appointments website for information about processing a Partner appointment including a checklist for new appointments and a sample faculty appointment form.

- a) All Partner appointments are granted by the President subject to such terms as established by the Faculty of Medicine. Partner appointments will be appointed to the Department/School most closely aligned with their area of training and practice.
- b) Requests for appointment will be in writing to the Department Head/School Director and must include a letter from the Partner Institution confirming the Partner Institution's sponsorship and support for the appointment and commitments regarding

THE UNIVERSITY OF BRITISH COLUMBIA

FACULTY OF MEDICINE

the terms of the appointment (e.g. appropriate time to meet the requirements for reappointment and promotion, acknowledging the University's policies and procedures with respect to intellectual property, conflict of interest) (*see the FOM Partner Institution Sponsorship Letter Template*).

Departmental Consultation: Letters of Reference

- c) Letters of appraisal from external referees on the quality and significance of the scholarly (including professional and/or creative) achievements of the candidate shall be obtained. For initial appointment at the rank of Assistant Professor (Partner) three letters of reference will be obtained. The three letters of reference do not necessarily need to be arms-length but cannot be from a co-author. For initial appointment at the rank of Associate Professor (Partner) or Professor (Partner), four arms-length letters of reference will be obtained, of which two from the recruitment process may be used.

Departmental Consultation

- d) The Department Head or School Director will consult formally, at standing committees of eligible members of the department or school, in order to ascertain their views and obtain a recommendation regarding appointment.
- e) In the case of initial appointment, those of a rank equal to or higher than the rank at which the appointment is to be made are eligible to be consulted.
- f) Consultation will include consideration of all relevant information, including any information provided by the candidate and arms-length external referees. Only material that has been obtained following recognized procedures will be considered.
- g) The recommendation of the standing committee will be that of the majority.
- h) The Department/School will prepare a Partner appointment form and include the necessary supporting documentation (*see FOM Appointment Checklist*) and forward to the FOM Dean's Office for the Dean's approval.

Review by the Dean

Departmental Recommendations

- i) The Head must forward a recommendation to the Dean in all cases except when the Head's recommendation is negative for any new appointments.
- j) The Head will forward to the Dean:
 - a) The Head's recommendation and rationale;
 - b) The departmental recommendation, a record of the vote, and the full report of the departmental committee;
 - c) Letters of appraisal from referees; and,

**THE UNIVERSITY OF BRITISH COLUMBIA
FACULTY OF MEDICINE**

d) Information submitted by the candidate.

Dean's Review

- k) The Dean will review the recommendation received from the Head to ensure proper procedures have been followed, all relevant material has been considered and that the recommendations are consistent with the evidence presented. In the case of initial appointment at the rank of Assistant Professor, the Dean's recommendation will be forwarded for the approval of the Provost and Vice-President, Academic. In cases of appointment at the rank of Associate Professor (Partner) or Professor (Partner), the Dean will consult with the advisory committee that reviews all faculty appointments. The Dean, after considering the advice of the advisory committee, may refer the case back to the Head and standing committee for further consideration, or the Dean may make a recommendation to the President.
- l) The Dean will forward his or her recommendation to the President together with the recommendation of the Head.

President's Review and Informing the Candidate

- m) The President will inform the candidate in writing of the President's decision through a Board of Governors' notice of appointment, which will be available to the candidate through UBC's Faculty and Staff Self-Service.

D. Reappointment & Promotion

Meeting with the Head

- a) No later than June 30th of the academic year preceding the year in which a faculty member may be considered for re-appointment, the Head shall meet with the faculty member. It is the responsibility of the faculty member to provide an up-to-date curriculum vitae and other relevant information for the review of the Head, prior to the meeting.
- b) The purpose of the meeting is to identify any potential difficulties with the candidature, to assist the candidate with any concerns, and to discuss:
- a. The timing of the next review;
 - b. The criteria and expectations of the next review, including how teaching, scholarly activity and service will be assessed;
 - c. The candidates record including their successes, any potential difficulties and how concerns may be addressed; and,
 - d. Where relevant, the information and documents required for the review to proceed.

CE 11/10

**THE UNIVERSITY OF BRITISH COLUMBIA
FACULTY OF MEDICINE**

- c) At the conclusion of each of these meetings the matters discussed must be recorded in a memorandum prepared by the Head and agreed to by the candidate. Although the candidate and the Head must agree on what was discussed, they may or may not agree on the evaluations or advice provided.

Candidates' File for Reappointment and Promotion

d) Initial file

It is the responsibility of the candidate to provide the file that is to be reviewed no later than September 15, unless otherwise agreed by the Head.

e) Supplementing Files

The candidate of the University has the right, up to the stage of the President's decision (in the case of promotion reviews) and the Dean's decision (in the case of re-appointment considerations) to supplement the file by the addition of new, unsolicited information.

Letters of Reference

- f) Letters of Reference will be only obtained for appointment and promotion consideration. For promotion consideration, referees must be external to the University and the Partner Institution and will be asked to speak to the quality and significance of the scholarly and/or professional achievements of the candidate. The Head will solicit at least four references, two of whom will be taken from a list provided by the candidate. Before selecting prospective referees, the Head will consult with the departmental standing committee about the referees.

Departmental Consultation: Committees

- g) The Department Head or School Director will consult formally, at standing committees of eligible members of the department or school, in order to ascertain their views and obtain a recommendation regarding reappointment at the rank of Assistant Professor (Partner), or promotion to Associate Professor (Partner) or Professor (Partner). For reappointment at the rank of Associate Professor (Partner) and Professor (Partner), the Department Head can forward his/her recommendation directly to the Dean. Should the Department Head have concerns, they can consult the department standing committee to seek their recommendation.
- h) Faculty members eligible to be consulted are those higher in rank than the candidate, except that in the case of re-appointment of a Professor those holding the rank of Professor are eligible to be consulted. Partner appointees may be asked to participate in a Department Appointment and Promotion Committee, and in doing so would have the ability to vote on new appointments, promotions and re-appointments of partner appointees.

**THE UNIVERSITY OF BRITISH COLUMBIA
FACULTY OF MEDICINE**

- i) Consultation will include consideration of all relevant information, including any information provided by the candidate and arms-length external referees. Only material that has been obtained following recognized procedures will be considered.
- j) When serious concerns about the candidacy arise in the departmental standing committee, the Head will inform the candidate of those concerns and provide the candidate a meaningful opportunity to respond. In the case of promotion consideration, the candidate will be provided with a summary of the referees' opinions by a member of the committee, in such a way that the identities of the referees are not disclosed.
- k) The recommendation of the standing committee will be that of the majority.
- l) When an Assistant Professor (Partner) is set to be considered for reappointment during the year that they are being considered for promotion, two votes will take place at the Committee level. The Committee will vote on promotion and make a separate vote on re-appointment.

Departmental Recommendations

- m) Once a recommendation has been made, the Head will forward to the Dean:
 - a) The Head's recommendation and rationale;
 - b) The departmental recommendation, a record of the vote, and the full report of the departmental committee;
 - c) Letters of appraisal from external referees (in the case of promotion consideration)
 - d) Information submitted by the candidate
- n) The Head will inform the candidate in writing of the recommendations being forwarded to the Dean. If the recommendation of the Head or committee is negative, the Head will provide detailed and specific reasons in writing, including identification of the ways in which the candidate is deemed to have failed to satisfy the applicable criteria. Where the Head's recommendation is different from that of the committee, the Head will also provide the rationale for the Head's recommendation. The candidate will be invited to make a timely response, which will be added to the file.

Review by the Dean

- o) The Dean will review the recommendation received from the Head to ensure proper procedures have been followed, all relevant material has been considered and that the recommendations are consistent with the evidence presented. In promotion reviews, the Dean will consult with the advisory committee that reviews all faculty appointments. The Dean, after considering the advice of the advisory committee, may refer the case

**THE UNIVERSITY OF BRITISH COLUMBIA
FACULTY OF MEDICINE**

back to the Head and standing committee for further consideration, or the Dean may make a recommendation to the President.

- p) The Dean will forward his or her recommendation to the President together with the recommendation of the Head. The Dean will inform the candidate of the Dean's recommendation at the time the recommendation is being forwarded to the President. If the recommendation of the Dean is negative or differs from the recommendation of the Head or standing committee, the Dean will provide detailed and specific reasons in writing to the candidate including identification of those ways in which the candidate has not met the applicable criteria. The candidate will be given thirty days to appeal the decision (*see Section E: Reconsideration of Recommendation Regarding Reappointment and Promotion*). If the candidate chooses not to appeal the decision, the Dean's recommendation will be forwarded to the President.

President's Review & Informing the Candidate

- q) The President will inform the candidate in writing of the President's decision through a Board of Governors' notice of reappointment or promotion, which will be available to the candidate through UBC's Faculty and Staff Self-Service.

E. Reconsideration of Recommendations Regarding Reappointment and Promotion

- a) In the event that reappointment or promotion is not recommended, a partner appointee can seek reconsideration of the decision.
- b) A request for reconsideration of the Dean's recommendation regarding reappointment and/or promotion must be made in writing within 30 days of notification of the Dean's initial recommendation.
- c) When reconsideration is requested, a FOM Partner Appointment Committee ("PAC") will be convened to review the case.
- d) The PAC will be composed of six faculty members holding the rank of Professor. The group will be made up of equal representation of Partner appointees and GFT faculty. The PAC members will select a Chair.
- e) The PAC's recommendations to the Dean will be determined by majority vote. The recommendations will be forwarded in writing to the Dean and to the Partner appointee.
- f) The Dean will consider the PAC's recommendation and will advise the Partner appointee in writing of the outcome of the reconsideration of the Dean's original



**THE UNIVERSITY OF BRITISH COLUMBIA
FACULTY OF MEDICINE**

recommendation. The Dean's decision on reconsideration is final. The Dean will forward his final recommendation to the President.

CF 15/10

